

# EXECUTIVE SECRETARIAT

## ROUTING SLIP

TO:

|    |           | ACTION | INFO | DATE | INITIAL |
|----|-----------|--------|------|------|---------|
| 1  | DCI       |        | X    |      |         |
| 2  | DDCI      |        | X    |      |         |
| 3  | EXDIR     |        | X    |      |         |
| 4  | D/ICS     |        |      |      |         |
| 5  | DDI       |        |      |      |         |
| 6  | DDA       |        | X    |      |         |
| 7  | DDO       |        |      |      |         |
| 8  | DDS&T     |        |      |      |         |
| 9  | Chm/NIC   |        |      |      |         |
| 10 | GC        |        |      |      |         |
| 11 | IG        |        |      |      |         |
| 12 | Compt     |        |      |      |         |
| 13 | D/Pers    | X      |      |      |         |
| 14 | D/OLL     |        |      |      |         |
| 15 | D/PAO     |        |      |      |         |
| 16 | SA/IA     |        |      |      |         |
| 17 | AO/DCI    |        |      |      |         |
| 18 | C/IPD/OIS |        |      |      |         |
| 19 |           |        |      |      |         |
| 20 |           |        |      |      |         |
| 21 |           |        |      |      |         |
| 22 |           |        |      |      |         |

SUSPENSE \_\_\_\_\_ Date \_\_\_\_\_

Remarks To 13: For Implementation and notifications as appropriate

Executive Secretary  
3 Dec 84

Date

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Office of the Director

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, D.C. 20415

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| Executive Registry |       |
| 84 -               | 10027 |

December 3, 1984

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

SUBJECT: Leave Policy for Christmas Eve, 1984

In order to accomodate the family gatherings traditional on the evening before Christmas, the heads of Executive Departments and agencies are encouraged to grant liberal leave for the day. For employees who choose not to charge leave, supervisors may grant a few hours of leave without charge for a portion of the workday this Christmas Eve, December 24, 1984.

It should be borne in mind, however, that with significant reductions contemplated for a wide variety of programs in the Executive Branch in order to deal with the budget deficit, the amount of leave granted in this instance should be kept to no more than two to three hours. The Federal government's daily payroll runs to \$223 million -- a far from trivial sum. A balance should be struck between the spirit of the season and the very critical budget situation in which we find ourselves.

Donald J. Devine  
Director



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